

		Call for Proposals: Support targeted vulnerable children Education and Learning (QEL), Empowered Youth in a Green Palestine Portfolio PSE22001 Reference: PSE22001-10007
	Session Title	Info session on CfP support targeted vulnerable children
	Date	13/10/2022
	Time	10:00 to 11:00
	Modality	Online session via TEAMS
	# of participants	32
	Questions Via Info Session and email	For CfP of support targeted vulnerable children

Disclaimer:

The below table listing the questions and answers is provided for clarification purposes and is not intended to constitute any corrigendum¹ to the guidelines and its annexes NOR to substitute to the mandate of the evaluation committee

¹ A corrigendum notice shall be published when setting out eventual changes to the guidelines for grant applicants

	Question	Answers
1	When is it expected for the project to start after the awarding?	The proposed start date is given by the applicant who is leading the proposal.
2	Can we select more than lot?	<p>We refer to the guidelines section 2.1.3 Admissible actions: for what actions may an application be submitted?</p> <p><u>Number of requests and Grant Agreements per applicant</u></p> <ul style="list-style-type: none"> • The applicant <u>may not submit more than 1 application(s) per lot</u> under this Call for Proposals. • The applicant <u>may not be awarded more than 1 Grant Agreement(s)</u> per lot under this Call for Proposals. • The applicant may be at the same time a co-applicant in another application. <u>An applicant can be awarded a grant as applicant, and also a co-applicant in another proposal.</u> • A co-applicant may submit more than 1 application(s) per lot under this Call for Proposals. • A co-applicant may be awarded more than 1 <u>Grant Agreement(s)</u> per lot under this Call for Proposals.
3.	Is it a must to apply with co applicant or we can apply individually a lone?	<p>We refer to the guidelines section 2.1.3 Admissible actions: for what actions may an application be submitted?</p> <p>The call for proposal must be submitted by at least two (and maximum 3) actors: one lead applicant who applies together with one (or maximum 2) selected co-applicants</p>
4.	By 28th of November, we should hear back from the you on the concept note whether it is positive or negative.	The selected and short-listed candidates for the second stage of call for proposals will be informed, and other unselected applicants will receive regret letters.
5.	Can we work with government toll public schools?	<p>We refer to the guidelines section 2.1.1 Admissibility of applicants</p> <p>Applicant</p> <p>(1) To be admissible for grants, the applicant must satisfy the following conditions:</p> <ul style="list-style-type: none"> •be a legal person; and •<u>be a non-profit private entity or a foundation</u>; and

		<ul style="list-style-type: none"> •be established or represented in Palestine ; and •be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and •have an active bank account for the past 24 months; and •have audited financial statements (income statement and balance sheet) of the last closed financial year
6.	<p>The salaries for the implementation staff will be in the operational cost?</p> <p>Also, I couldn't understand what the social structure cost is?</p>	<p>The operational cost: are the necessary and indispensable costs for achieving the objectives and results of the action; This will include salaries of staff that are essential for implementing the action.</p> <p>Operational costs are the necessary and indispensable costs for achieving the objectives and results of the action.</p> <p>Management costs are identifiable costs related to management, supervision, coordination, monitoring, control, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the Grant.</p> <p>Structure costs are costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable or attributable to the budget of this action.</p>
7.	All the annexes should be filled?	<p>For the concept note stage you are requested to fill in:</p> <ul style="list-style-type: none"> • Annex A: Grant application file (Word format) (PART A – Concept note) • Annex D: Legal entity form (Word format), for the applicant and co-applicant (if applicable)
8.	Is this project having Tax exemptions in Gaza and WB?	Both applicant and co applicant is required to submit Document 3: Deduction at source Certificate (applicant and co-applicant)
9.	A Government entity cannot be a partner?	<p>We refer to the guidelines section 2.1.1 Admissibility of applicants.</p> <p>(1) To be admissible for grants, the applicant must satisfy the following conditions:</p> <ul style="list-style-type: none"> •be a legal person; and •<u>be a non-profit private entity or a foundation</u>; and •be established or represented in Palestine ; and •be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and

		<ul style="list-style-type: none"> •have an active bank account for the past 24 months; and •have audited financial statements (income statement and balance sheet) of the last closed financial year <p>The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.</p> <p>Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. <u>These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1.</u> The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action</p> <p>It is possible for applicants / co-applicants to work with governments, but they cannot be (co-) applicants in the action.</p>
10.	<p>If we are obligated to have a Co-financing for the total amount of the calls.</p>	<p>We refer to the guidelines section 2.1.4 Eligibility of costs: what costs may be included?</p> <p>Only “eligible costs” may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.</p> <p>The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:</p> <ol style="list-style-type: none"> 1 direct costs (management costs and operational costs) actually borne by the contracting-beneficiary; <ul style="list-style-type: none"> To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines). 2 Structure costs (overheads): these are maximum 7 % of the Operational Costs <ul style="list-style-type: none"> The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization. <p><u>Reserve for contingencies</u></p> <p>The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible direct costs. It may only be used with the prior written authorisation of Enabel.</p> <p><u>Contributions in kind</u></p> <p>“Contributions in kind” means goods or services provided free of charge by a third party to the contracting-beneficiary.</p> <p>As contributions in kind do not involve any expenditure on the part of the contracting-beneficiary, they shall not constitute eligible costs.</p>

		<p>It is strongly encouraged to include and quantity the contribution in kind in the budget.</p> <p><u>There is no co-financing required.</u></p>
11.	<p>Since we are all aware of the calls for enable right now during October and November. I have realized that there is another opportunity from enabled if that one applicant will be pre-qualified for that proposal stage per each call or not.</p>	<p>Building on the high synergy between the three calls for proposals that were launched, we are not in a place to say or decide for you to apply to this call for proposal and not to apply to other proposals.</p> <p>You can apply for the call for proposal that you see fits with your work sector of your organization.</p> <p>Receiving different calls of proposals won't impact the assessment or the scoring weight of the applicant. Each concept note will be assessed separately.</p>
12.	<p>The operational and structural then I don't quite understand the distinction between them just to make everything clear for us and in regard to the management cost human resources. Is there a specific percentage that we are not to exceed in terms of management posts.</p>	<p>We refer to the Guidelines section 2.1.4 Eligibility of costs: what costs may be included?</p> <p>-direct costs (<u>management costs and operational costs</u>) actually borne by the contracting-beneficiary;</p> <p>Operational costs are the necessary and indispensable costs for achieving the objectives and results of the action.</p> <p>Management costs are identifiable costs related to management, supervision, coordination, monitoring, control, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the Grant.</p> <p>Structure costs are costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable or attributable to the budget of this action.</p> <p>-Structure costs (overheads): <u>these are maximum 7 % of the Operational Costs</u></p> <p>The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.</p> <p>There are no specific percentages that have to be respected regarding management costs and operational costs. It is important that the costs make sense in the project and contribute to the expected results, outcomes and objectives. Usually, it's 70% operational and 30% management</p>
13.	<p>Another question in that regard is if we are going to have a co applicant in terms of budget are</p>	<p>No, there are no guidelines or restrictions of budget allocation to the co-applicant.</p>

	<p>there any guidelines or restrictions to? how much can it be? Are there any restrictions in that regard and yet if yes if you could please clarify that?</p>									
<p>14.</p>	<p>It was explained that the focus is in the north and in the South of Hebron as distributed by the governorate. Are we not talking about the city center. Are we talking about the suburb areas, and is H2 area if its included?</p>	<p>We refer to the guideline sections 1.3 Objectives, expected results, activities, and target groups</p> <p>Activities must be implemented in the following areas.</p> <table border="1" data-bbox="672 494 1993 654"> <thead> <tr> <th>Location</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Gaza strip</td> <td>North Gaza</td> </tr> <tr> <td>West Bank</td> <td>Hebron (South, North)</td> </tr> <tr> <td>East Jerusalem</td> <td>Old city</td> </tr> </tbody> </table> <p>Other areas can be included if the priority areas are covered. However, at least 60% of the operational budget should be allotted to the priority areas.</p>	Location	Area	Gaza strip	North Gaza	West Bank	Hebron (South, North)	East Jerusalem	Old city
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<p>15</p>	<p>The first question is there is there is a percentage related to the HR that can be used within this call like for example, in in EU proposals, We- are not allowed exceed like for example, 25% of the total project for the HR is there is any similar issue was related to this person within the enabled calls and the second question is also is.</p>	<p>We refer to the Guidelines section 2.1.4 Eligibility of costs: what costs may be included?</p> <p>-direct costs (management costs and operational costs) actually borne by the contracting-beneficiary; Usually it's 70% operational and 30% management.</p> <p>-Structure costs (overheads): these are maximum 7 % of the Operational Costs</p> <p>The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.</p> <p>There are no specific percentages that have to be respected regarding management costs and operational costs. It is important that the costs make sense in the project and contribute to the expected results, outcomes and objectives.</p>								
<p>16</p>	<p>Is there a percentage related to the Co applicant from the total amount of the call, which needs to be awarded to the Co applicant?</p>	<p>No, there are no guidelines or restrictions of budget allocation to the co-applicant.</p>								

17	Is this a tender?	This is a Call for Proposal
18	The only thing you need from the applicants right now is that the hard copy and the soft copy of the concept note signed with the declaration inside it?	<p>We refer to the Guidelines section 2.2.2 Where and how to send the concept note</p> <p>The concept note must be submitted in one original in aA4 format.</p> <p>An electronic version of the concept note (including all requested annexes and documents) must also be provided. A USB containing the concept note (with all annexes) in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be identical to the attached paper version.</p> <p>We also refer to the guidelines 2 section .2.1 Content of the concept note</p> <p>The following annexes must be attached to the concept note:</p> <ol style="list-style-type: none"> 1. The statutes or articles of association of the applicant and any co-applicants. 2. A copy of the applicant’s most recent financial statements (income statement and balance sheet for the last closed financial year)². Any co-applicants are not required to provide a copy of their financial statements. 3. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.
19	There is in kind contribution requested from the applicants.	<p>We refer to the guidelines section 2.1.4 Eligibility of costs: what costs may be included?</p> <p><u>Contributions in kind</u></p> <p>“Contributions in kind” means goods or services provided free of charge by a third party to the contracting-beneficiary.</p> <p>As contributions in kind do not involve any expenditure on the part of the contracting-beneficiary, they shall not constitute eligible costs.</p> <p><u>It is strongly encouraged to include and quantity the contribution in kind in the budget.</u></p> <p><u>There is no in kind contribution required, but it is encouraged.</u></p>
20	More explanation on the structural costs and examples on them?	Structure costs (overheads): <u>these are maximum 7 % of the Operational Costs.</u>

²This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

Structure costs are costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable or attributable to the budget of this action.

21 Is this call is targeting specific geographical areas?

We refer to the guideline sections 1.3 Objectives, expected results, activities, and target groups

Activities **must** be implemented in the following areas.

Location	Area
Gaza strip	North Gaza
West Bank	Hebron (South, North)
East Jerusalem	Old city

Other areas can be included if the priority areas are covered. However, at least 60% of the operational budget should be allotted to the priority areas.

22 To whom should we address our questions via e-mail?

We refer to the guidelines section 2.2.4 Further information on concept notes

Applicants may send their questions in English by e-mail, at the latest by 17th October 2022, to the email address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: shireen.alfalouji@enabel.be

23 Are there guidelines on how to distribute the budget between the lead and Co applicant or is it up to the applicant?

No, there are no guidelines or restrictions of budget allocation to the co-applicant.

24 How much should the Co applicant have received from the total budget?

No, there are no guidelines or restrictions of budget allocation to the co-applicant.

25 My question is about the geographical area is it only north?

We refer to the guideline sections 1.3 Objectives, expected results, activities, and target groups

Activities **must** be implemented in the following areas.

Location	Area
Gaza strip	North Gaza
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		East Jerusalem	Old city
		Other areas can be included if the priority areas are covered. However, at least 60% of the operational budget should be allotted to the priority areas.	
26	Do we mean 60% of costs or 60% of activities?	60% of the operational budget.	
27	What do mean by indirect beneficiaries?	<p>We refer to the guidelines 1.3 Objectives, expected results, activities, and target groups</p> <p>The indirect beneficiaries could be the parents, teachers, or school educational/psychological counselor who will be involved to play a role in providing support for strengthening the support to the children’s well being. The indirect beneficiaries are the “Final beneficiaries” are those who will benefit in the long term from the action at the level of society or the sector in the broad sense.</p>	
28	How many pages should the concept note be.	<p>We refer to the Grant application file template – concept note</p> <p>The applicant must ensure the text:</p> <ul style="list-style-type: none"> • <i>does not exceed 5 full pages (A4 format) of Georgia 10 font with 2cm margins, single-spaced;</i> • <i>provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance (see the relevant notes entered in the evaluation grid and guidelines);</i> • <i>provides comprehensive information (given that the evaluation grid will only be used for information appearing in concept notes);</i> • <i>is drafted as clearly as possible for evaluation.</i> 	
29	For the legal entity form shall be signed only by the main applicant or the Co applicants also.	Both are requested to sign the legal entity form (annex D)	
30	About the admissibility criteria. In page 10 of the Guidelines for Applicants, it appears as a requirement to be established or represented in Palestine. What does this provision mean by	Establishment is determined on the basis of the organisation’s articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a “memorandum of understanding” has been entered into.	

	represented?	<p>The lead applicant must be established or represented in Palestine meaning to be established as a local organization. The articles of association of the organization should mention the establishment of the organization or the branch in Palestine.</p> <p>This means that the “umbrella” organization or the INGO can be established outside, if you have a locally established branch in Palestine. It would mean that there is an organization established in Palestine that has capacity to take on legal obligations on their behalf and that they offer equivalent financial and operational guarantees.</p>				
31	Are we able to work with public schools?	<p>We refer to the guidelines section 2.1.1 Admissibility of applicants.</p> <p>(1) To be admissible for grants, the applicant must satisfy the following conditions:</p> <ul style="list-style-type: none"> •be a legal person; and •<u>be a non-profit private entity or a foundation</u>; and •be established or represented in Palestine ; and •be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and •have an active bank account for the past 24 months; and •have audited financial statements (income statement and balance sheet) of the last closed financial year <p>The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.</p> <p>Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. <u>These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1.</u> The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action</p> <p>It is possible for applicants / co-applicants to work with schools but they cannot be (co-) applicants in the action.</p>				
32	Under Lot # 2: The project must be implemented only in the old city of Jerusalem?	<p>We refer to the guidelines section 1.3 Objectives, expected results, activities, and target groups</p> <p><u>The priorities for this Call for Proposals are divided into 3 geographical lots:</u></p> <p><u>Lot 1: Gaza strip</u></p> <p><u>Lot 2: East Jerusalem</u></p> <p><u>Lot 3: West Bank</u></p> <p>Activities must be implemented in the following areas.</p> <table border="1" data-bbox="672 1372 1993 1412"> <thead> <tr> <th data-bbox="672 1372 1182 1412">Location</th> <th data-bbox="1182 1372 1993 1412">Area</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Location	Area		
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33	The call for proposal must be submitted by at least two (and maximum 3) actors...Is it a must to have a co-applicant?	<p>Yes, one co-applicant is mandatory.</p> <p>We refer to guidelines section 2.1.1 Admissibility of applicants</p> <p>Co-applicant(s)</p> <p>The call for proposal must be submitted by at least two (and maximum 3) actors: <u>one lead applicant</u> who applies together with one (or maximum 2) selected co-applicants. The proposal can target only 1 geographical region (see 2.1.3 Admissibility of the actions – number of requests).</p> <p>The co-applicant(s) shall participate in the definition and the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.</p> <p>The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.</p> <p>The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.</p> <p>If the grants are awarded to them, any co-applicants will become the beneficiaries of the action, with the Contracting-Beneficiary.</p>						